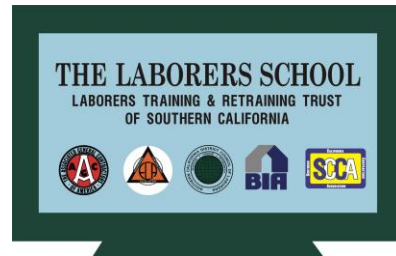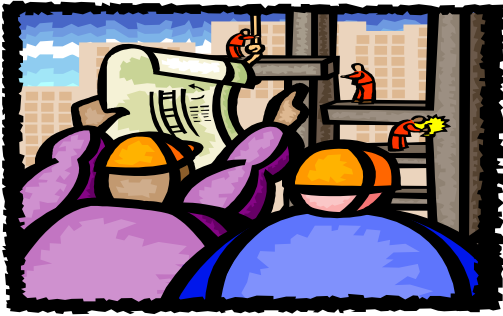# Voice Orientation Outline

Day 1

5:00-6:00 p.m.	• Administration of Laborers' Local 300 • Duties of Agents: Visiting the job site, enforcement of MLA • Membership Meetings • Political Involvement • Fund Raising & Scholarships • Annual Picnic- August of current year • Laborers' Local 300- Charter February 3, 1908 and just celebrated 100 yr anniversary recently • LIUNA itself is over 100 yrs old- Anniversary occurred on April 13, 2003
6:00-6:45 p.m.	• Continued Classroom/Hands-On Training • Mobile Training/ Azusa Campus • Apprentice Identification Cards • Expectation and duties of the apprentice • Harassment Policy 6.1.13 • Obey speed limit at Azusa Campus • Any problems w/ instructors, notify field foreman • Wash your hands • Drink Water • Make Money & Be Healthy • Respect property of the school • Recommend eating a nutritional meal • Presentation of History of LIUNA DVD

Voice Orientation Outline

Day 1 (continued)

6:45-7:00 p.m.

- Health & Welfare
- Vacation
- Pension
- Disability Freeze
- Enrollment & Eligibility
- Any questions regarding Trust Fund matters contact: Shatto Office (213) 385-3550 or ATPA (626) 279-3000

7:00-7:30 p.m.

- Union Dues, initiation
- Registering on the out of work list
- Dispatch procedures
- Roaming, Jurisdictional Boundaries
- Request letters

7:30-9:00 p.m.

- Review Power Point Presentation
- Hand out wallets & business cards
- Rules of Apprenticeship
- Enforcement of Card System
- Work Processes Sheets
- Disciplinary Probation
- Request for leave of absence in writing
- Upgrade Policy
- OJT & RSI Requirements
- Address and phone number changes
- Regional Subcommittees
- School- Mandatory & Voluntary
- Review 5 key elements to adhere to
- Exit Exam

Voice Orientation Outline

Day 2

5:00-9:00 p.m.

- Recognize Market Share
- Explain Prevailing Wage & Davis Bacon Act
- Organizing Non Union Contractors
- Learn how to participate in organizing campaigns
- Salting
- Role Playing (Group Activity)
- Raffle lunch box